User Manual

How to book a transfer

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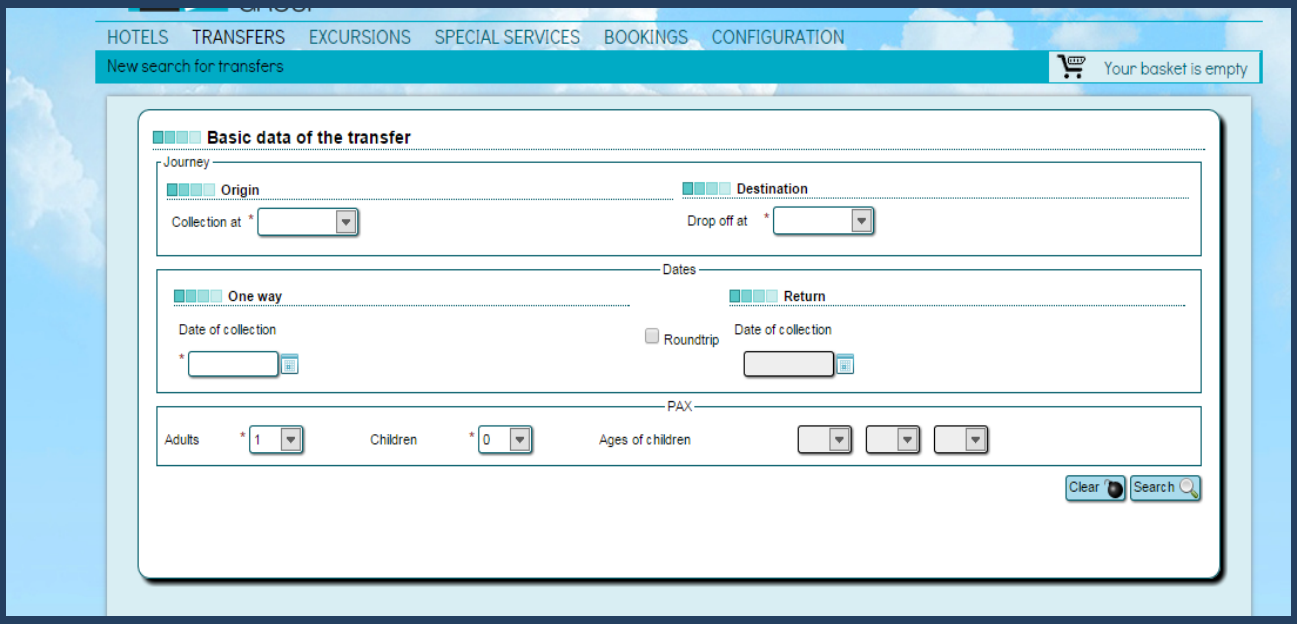
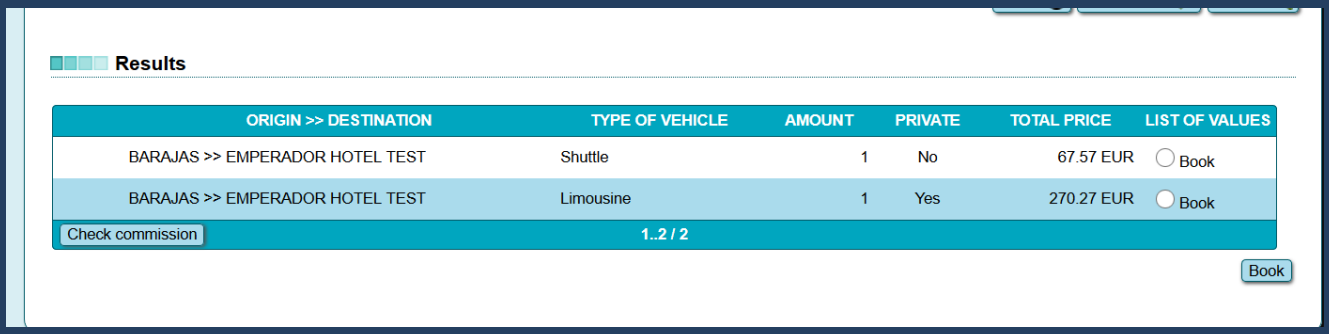
1. HOW TO BOOK A TRANSFER

1.1. Specify number of passengers and type of transfer that you need.

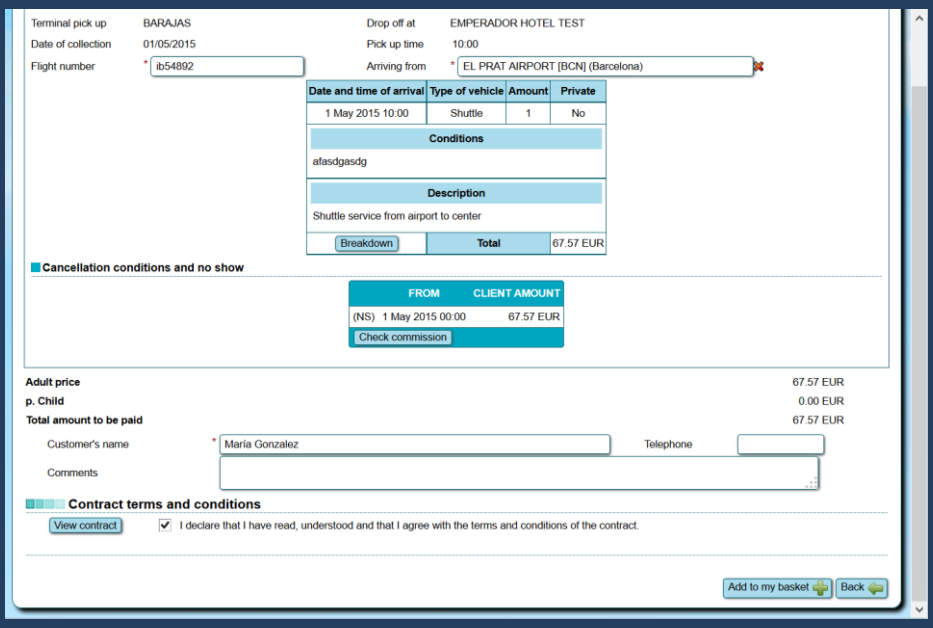
1.2. Fill out all mandatory fields – marked with an asterisk (*) – and click on Search.



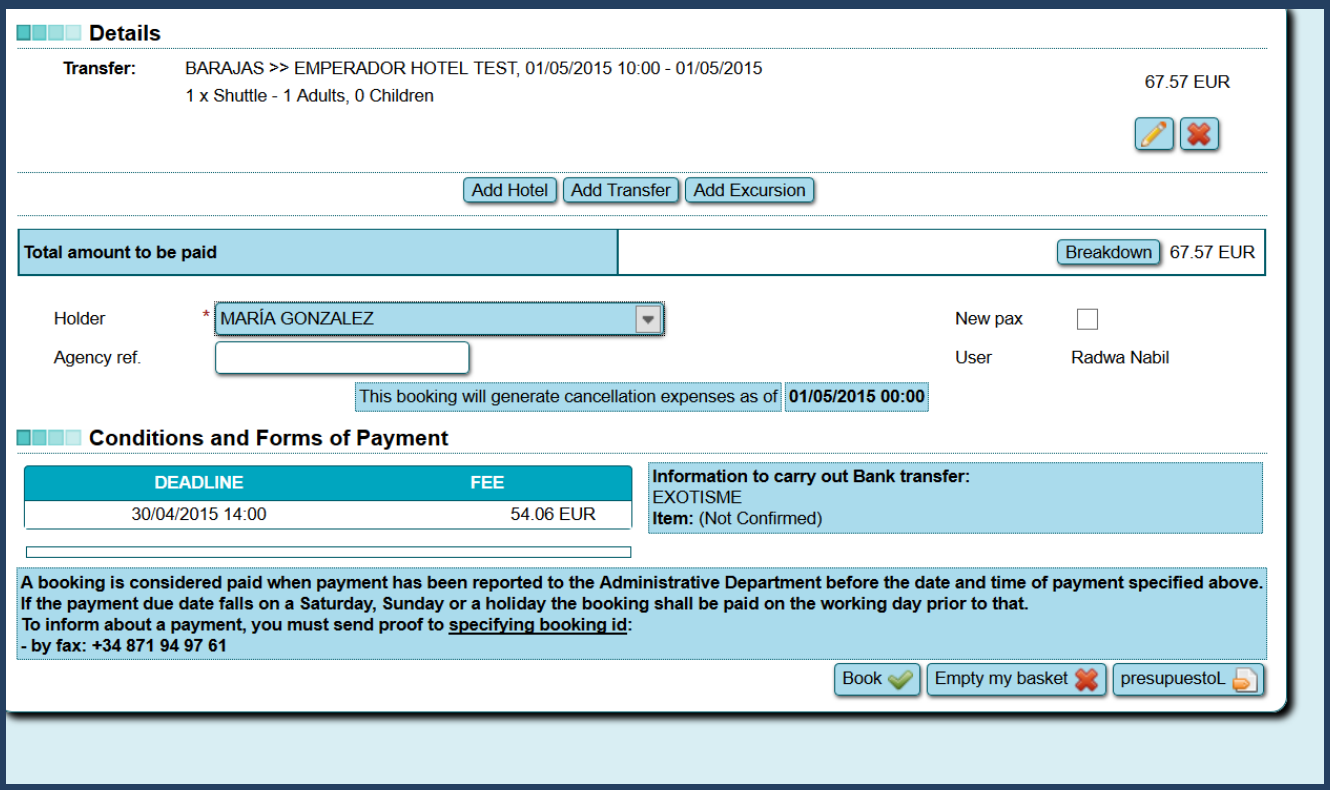
1.3. Choose the best option from the results list by clicking on Book.



1.4. Fill out your booking fields (the flight nº and origin of the flight), accept the terms and conditions of the contract and add it to your shopping basket.



In order to check the details of prices of the services you added to your shopping basket, please click on " Trip Budget". If you don't wish to add any other service, please click on " BOOK". In case you don't wish to confirm the service you added to your basket, please click on " Empty my basket".

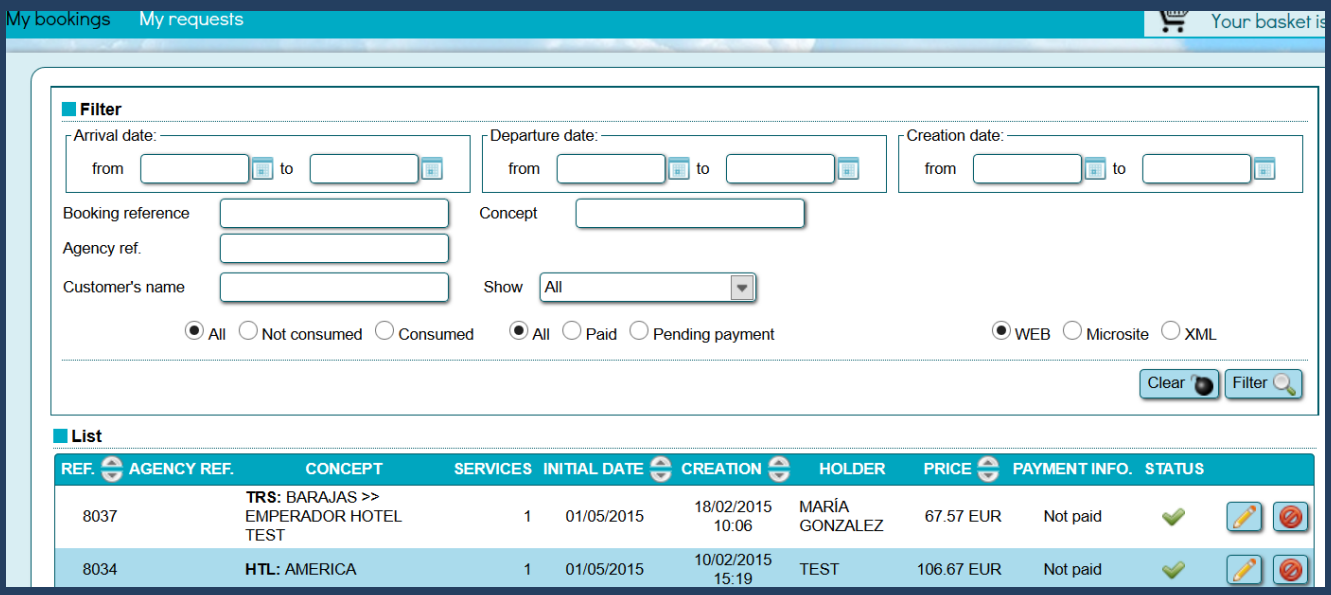

Details
Transfer:
BARAJAS >> EMPERADOR HOTEL TEST, 01/05/2015 10:00 - 01/05/2015
1 x Shuttle - 1 Adults, 0 Children
67.57 EUR
Add Hotel
Add Transfer
Add Excursion
Total amount to be paid
Breakdown
67.57 EUR
Holder
MARÍA GONZALEZ
New pax
Agency ref.
User
Radwa Nabil
This booking will generate cancellation expenses as of
01/05/2015 00:00
Conditions and Forms of Payment
DEADLINE
FEE
30/04/2015 14:00
54.06 EUR
Information to carry out Bank transfer:
EXOTISME
Item: (Not Confirmed)
A booking is considered paid when payment has been reported to the Administrative Department before the date and time of payment specified above.
If the payment due date falls on a Saturday, Sunday or a holiday the booking shall be paid on the working day prior to that.
To inform about a payment, you must send proof to specifying booking id:
- by fax: +34 871 94 97 61
Book
Empty my basket
presupuestoL

2. CHECKING, EDITING AND CANCELING TRANSFER BOOKINGS

BOOKINGS

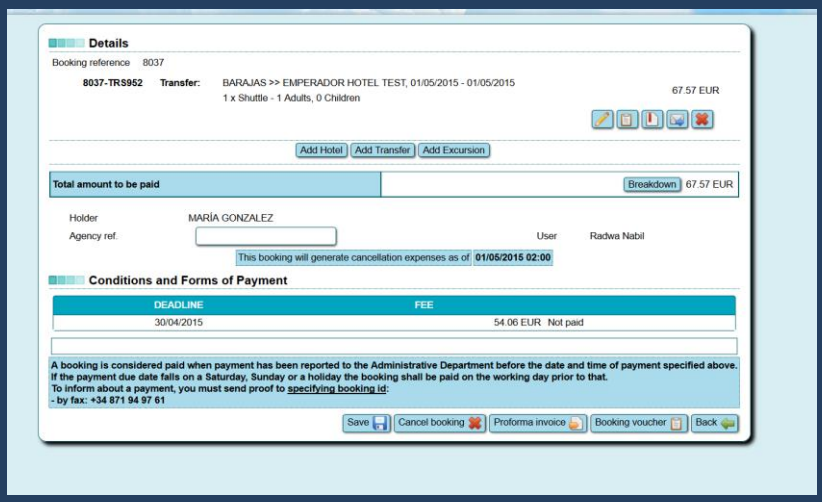
Use this section to **SEARCH**, **CHECK** and **CANCEL** your bookings.

Search for bookings with the help of different filters on this screen. Then, click on **FILTER**.

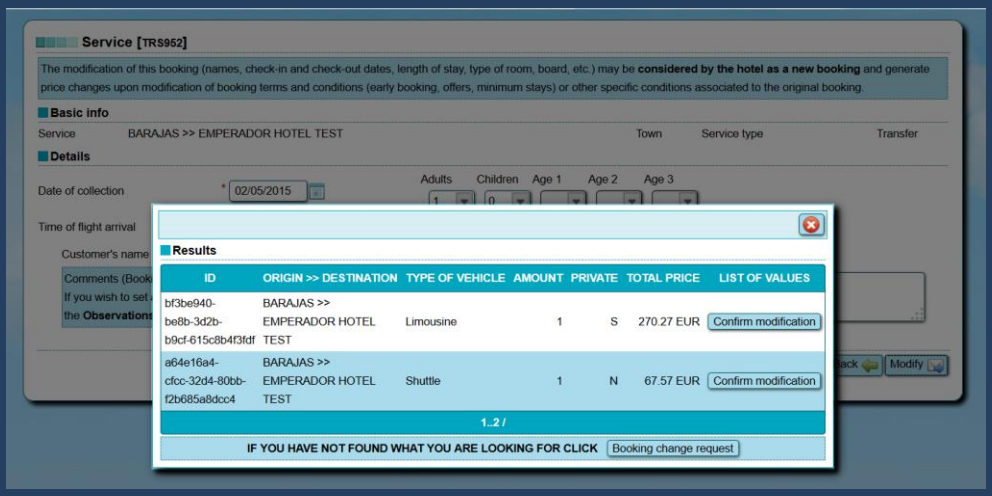


To check a booking info, click on

This button also gives you access to booking vouchers, invoices proforma and the cancellation button to cancel any of the items inside of each booking.


Details
Booking reference 8037
8037-TRS952 Transfer: BARAJAS >> EMPERADOR HOTEL TEST, 01/05/2015 - 01/05/2015
1 x Shuttle - 1 Adults, 0 Children
67.57 EUR
Add Hotel
Add Transfer
Add Excursion
Total amount to be paid
Breakdown 67.57 EUR
Holder MARÍA GONZALEZ
Agency ref.
User Radwa Nabil
This booking will generate cancellation expenses as of 01/05/2015 02:00
Conditions and Forms of Payment
DEADLINE FEE
30/04/2015 54.06 EUR Not paid
A booking is considered paid when payment has been reported to the Administrative Department before the date and time of payment specified above.
If the payment due date falls on a Saturday, Sunday or a holiday the booking shall be paid on the working day prior to that.
To inform about a payment, you must send proof to specifying booking id:
- by fax: +34 871 94 97 61
Save
Cancel booking
Proforma invoice
Booking voucher
Back

To modify the booking please click on " " and carry out your modification online. The new Price will appear on your screen. Confirm the Price or go to " Booking change request" on the bottom if you haven't found the option you are looking for.


Service [TRS952]
The modification of this booking (names, check-in and check-out dates, length of stay, type of room, board, etc.) may be considered by the hotel as a new booking and generate price changes upon modification of booking terms and conditions (early booking, offers, minimum stays) or other specific conditions associated to the original booking.
Basic info
Service BARAJAS >> EMPERADOR HOTEL TEST
Town
Service type
Transfer
Details
Date of collection 02/05/2015
Adults Children Age 1 Age 2 Age 3
Time of flight arrival
Customer's name
Comments (Book
If you wish to set
the Observations
Modify
Results
ID ORIGIN >> DESTINATION TYPE OF VEHICLE AMOUNT PRIVATE TOTAL PRICE LIST OF VALUES
bf3be940-be8b-3d2b-b9cf-615c8b4f3fdf BARAJAS >> EMPERADOR HOTEL TEST Limousine 1 S 270.27 EUR Confirm modification
a64e16a4-cfcc-32d4-80bb-f2b685a8dcc4 BARAJAS >> EMPERADOR HOTEL TEST Shuttle 1 N 67.57 EUR Confirm modification
1..2 /
IF YOU HAVE NOT FOUND WHAT YOU ARE LOOKING FOR CLICK
Booking change request